



POSITION TITLE: Trail Programs Manager
CLASSIFICATION: Full Time
REPORTS TO: Director of Fleet and Trails
DATE ISSUED: May 2025

Summary:

The Ontario Federation of Snowmobile Clubs (OFSC) is a not-for-profit organization that is currently seeking a Trail Programs Manager. The Trail Programs Manager is the operational lead for the continued evolution and delivery of OFSC prescribed trail related programs used by OFSC member organizations. The position will continually engage in the strategic review of the OFSC’s trail program needs and identify opportunities and areas for improvement and new program engagement. The role will work closely with the Director of Fleet & Trails and the various stakeholders to support the continued development, maintenance and operation of recreational prescribed snowmobiles trails throughout Ontario.

Duties and Responsibilities:

The OFSC Trail Programs Manager role shall include but is not limited to, the following:

- OFSC trail technology tools used by the OFSC member organizations. This includes the need to produce accurate and time-sensitive reporting of in-season trail availability and other critical data sets for OFSC member organizations.
- Continually review the functionality of the OFSC trail technology tools used by snowmobilers and the public for the accurate and timely presentation of in-season trail availability, the presentation of points of interest and the route planning functions.
- Engage in the development, implementation and monitoring of third-party trails data licensing partners.
- Work closely with, in a supporting role, the OFSC GIS Manager.
- Work closely with the OFSC Fleet Programs Manager when required.
- Produce and where needed, develop OFSC trail data reports and analysis to support the OFSC’s data driven recommendation approaches.
- Engage in the development of recommendations for opportunities and solutions to support the OFSC member organizations with their delivery of a sustainable recreational prescribed snowmobile trail network.
- Work closely with third party vendors and in-house technology developers to support OFSC trail technology applications.
- Review the OFSC’s risk management practices as they relate to OFSC prescribed trail operations. This will include review and maintenance of existing OFSC trail and signage documents and best practices.

- Review the existing OFSC training tools associated with the OFSC's trail programs and technology tools. Where and when appropriate, make recommendations for improvements and new developments. Engage in the continued development and delivery of training platforms for these tools.
- Monitor, when required, OFSC member organizations' compliance with OFSC approved best practices and guidelines applicable to prescribed trail operations.
- Monitor for and engage with the delivery of OFSC operational and strategic plans.
- Help build and improve upon the positive culture and open communication with OFSC member organizations.

Qualifications and Experience:

- Thorough knowledge of the OFSC and it's member organizations' operations and organizational structure. OFSC experience at any and all levels is an asset.
- Experience interacting with a not-for-profit Board of Directors.
- Excellent organizational and problem-solving skills.
- Excellent attention to detail.
- Strong, professional communication skills.
- Ability to work independently and produce results.
- An understanding of the administrative aspects of OFSC prescribed trail development and management is an asset.
- Familiarity with relevant legislation and regulatory processes for trail & infrastructure building and prescribed trail operations for NFP corporations.
- Proficient in Microsoft Outlook, Word, Excel, PowerPoint, Teams, Zoom, Webex, and GIS platforms.
- Familiarity with GPS and its functionality is an asset.
- An understanding and appreciation of working for and within a NFP environment and the associated organizational governance and budgetary practices.
- Working within a (large) volunteer organization is considered an asset.
- A strong understanding of the powersports industry is considered an asset.
- Having experience snowmobiling throughout the OFSC's prescribed trail network is considered an asset.

To Apply:

Please send your cover letter and resume to Jeff Durant, Director of Fleet & Trails at jdurant@ofsc.on.ca with the job title as the subject line. Applications will be reviewed until the position is filled. We thank all candidates for their interest, only those selected for an interview will be contacted.